

DTR Staff Meeting  
20 January 1972

25X1A

Mr. Cunningham

Reported on three meetings:

1. With DD/S, D/Pers, and Ex. Dir. - Compt.

Coordination will be expected between OTR and OP on various requirements levied on both Offices. Memos, for example, to each Office will be reviewed and input from OTR and OP determined, as necessary. E. g., Career Development paper now being worked out jointly; maximizing training in relation to development of careers will be part of the paper. OTR will include a description of some of the "ladders" or "tracks" being developed in OTR and discussed in the Curriculum Council.

Mr. Cunningham foresees OTR's doing a series of studies for Mr. Colby (one on Management Training has already been done); may have to get into a survey of training taken by supergrades since Mr. Colby wants more exposure by more of his senior people to Management Training. (Management Training to be looked at as part of the core courses; for example, Advanced Intelligence, Senior Seminar, the IWA.)

Mr. Cunningham also noted that Secretary Irwin, in his paper to top men in State, levied the requirement that these top men send their senior officers to the Foreign Affairs Executive Seminar as part of career development.

The need was emphasized for sending high quality "comers" to the Senior Seminar.

2. With the DD/S, ADDS, DDTR, D/Pers, D/Pers for Recruitment and Placement, and EO-DDS.

Continuation of discussion on joint efforts in response to papers discussed Mr. Colby's thesis that the function of courses is to improve the Agency first and the individual second; DTR concludes that we may be

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looking at internal courses rather than external training, for example, as a source of greater gain to the Agency; he noted that some management courses have acquired a social cachet

Discussed Mr. Colby's interest in considering "sanctions" in terms of training; that is, requiring completion of certain courses as prerequisite to assignments and promotions. (Comments on sanctions: it was noted by staff members that if such sanctions are imposed, we may not get good people in our classes. )

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3. With DD/S, ADDS, and Support Office Heads.

Followup to the weekend at [REDACTED] (3-5 December). New approach to the Program Call:

- a. All Offices to educate each other.
- b. Primarily, discussion on the Program Call will identify "big signals"; (these are programs emerging, increasing, or declining.)
- c. The budget cycle will be simplified.

Followup meeting scheduled February

Consolidated Fund Drive results: DDI: 107.4%  
S&T: 106.9%  
CS : 98 %  
DDS: 90.3%

Reported on the DD/P's weekly meeting of 12 January (no meeting on the 19th). Cable Secretariat to be absorbed by O/Commo. Study under way on combining the three ADP centers.

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Discussion with DD/S on Weekly Report. It was noted that sometimes the items sent from OTR are used by Mr. Coffey at meetings attended by persons who are not in Support. (Note: a discussion followed on OTR's Weekly Report. It was agreed that the submissions of the School Chiefs to the DTR plus the DTR's report to the DD/S will be handled as Eyes Only. Chiefs of Schools and Staffs and [REDACTED] will apply the "rule of reason" to the matter of items in the report to be discussed with (or shown to) people in their components.

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Around the Table:

[REDACTED]

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Reported on Mr. Colby's "kicking off" the Midcareer Course and the presentation of a medallion by Mr. Colby to the 1,000th student.

Proposal by [REDACTED] D/Pers/R&D, for a one-day program to be presented to co-op directors and a group of Personnel Security officers. Bob called to enlist recommendations from OTR.

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[REDACTED]

Noted that he is continuing to discuss the role of OTR in handling young professionals from the Information Services Division (formerly members of the Professional Training Program.

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[REDACTED] received a Certificate of Distinction that had been awarded for her late husband's contribution to the Agency.

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[REDACTED]

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[REDACTED]

[REDACTED]

Negotiating with SB Division to brief Branch Chiefs on language training and support by the Language School.

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Exploring possible sponsorship by R & D of some language projects.

During the next several months, he and [REDACTED] will be doing a full review of the Language School and its operation.

Interagency Roundtable to be hosted by the Language School.

Language School interested in the purchase of a xerox machine. (Xerox 4000 appears to satisfy their needs.)

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[REDACTED]

25X1A Underway with plans for second session of the Senior Seminar; write-up on the Seminar to be prepared for the inclusion in OTR's Catalogue.

[REDACTED]

25X1A Snack bar to be ready for use in two weeks; will look into its use by LS contract people.

[REDACTED]

25X1A ONE Conference: all went well. TSD Conference being held at [REDACTED] BOC: [REDACTED] went well; an accounting is now being made.

25X1A Conversions: green light given; all but 6 or 7 conversions to be executed; to be completed in February.

25X1A [REDACTED] DDTR and [REDACTED] to discuss this at a meeting on 26 January.

25X1A FBI Course: Letter of appreciation to be sent to the Bureau for accepting [REDACTED] in the weapons course.

25X1A [REDACTED]

25X1A [REDACTED] being debriefed by AF.

25X1A [REDACTED]

25X1A [REDACTED]

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